

25X1A

NOTICE
NO. [REDACTED]

[REDACTED] 25X1A
PERSONNEL

REDUCTION OF EXCESS ANNUAL LEAVE

1. Public Law 102, 83rd Congress, requires the reduction, within a reasonable number of years, of annual leave in excess of 30 days which employees in the continental United States have accumulated at the beginning of the leave year 1953.
2. Employees stationed in the continental United States whose annual leave accumulation is in excess of 30 days at the start of leave year 1954 shall be required to reduce the excess at the rate of at least 10% a year.
3. Supervisors who have authority to grant leave shall be responsible for seeing that employees with excess annual leave take each year their current leave plus the amount of the excess to be liquidated that year. The leave should be granted when the employee wishes to take it unless urgency of work needs makes denial clearly necessary. If the employee fails to apply for the leave, he may be placed on leave administratively at any time to meet the reduction requirements.
4. Not later than 1 May of each year, beginning with the calendar year 1954, the Assistant Director (Personnel) will submit to the Deputy Director (Administration) a consolidated report covering the progress made in reducing excess annual leave in accordance with this Notice.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

L. K. WHITE
Acting Deputy Director
(Administration)

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